



City of Des Moines, Washington

JOB DESCRIPTION



COURT CLERK

Regular, Full-time

Salary Grade: C-13

FLSA Status: Non-Exempt

Bargaining Unit: Non-represented

EEO Category: Administrative Support

Nature of Work

Under the direct supervision of the Judge or Court Administrator, Court Clerks provide reception and clerical support to the Des Moines Municipal Court and serve as in-court clerk during court proceedings.

Essential Functions

- Sets cases for various types of hearings including arraignment, pretrial, bench trials, motions, reviews, sentencing, mitigation, contested and show cause hearings.
- Responds to telephone and counter inquiries to the general public and attorneys, sorts and routes documents that may initiate correspondence responding to court related inquiry or requested information.
- Scans and indexes court documents.
- Opens court; records court proceedings, maintains recording logs and docket court proceedings, marks exhibits, processes orders of the court; performs court clerk duties during jury trials; directs and accommodates jurors.
- Keeps accurate and complete records; prepares subpoenas, and any other legal documents as ordered by the court; this function may require docket entries.
- Responds to requests for information from prosecutors, law enforcement agencies, and attorneys.
- Operates a computer entering civil, criminal, investigation citations, updating and retrieving and processing computer data from the JIS system and software systems that are tied to the JIS system.
- Prepares jail calendars for video court, physical transports.
- Receives payments of court fines, online payments, bail, penalties, assessments and fees; records and receives payments according to court procedures; sends collection notices.
- Arranges for time-payments for fines, monitors payments and takes appropriate action for delinquent payments in accordance with court policy.
- Maintains warrant control: issue, recall, process and purge warrants.
- Assists in the scheduling and coordinating of jury trials, summons and notify Defendant's, attorneys.
- Processes and distributes all incoming US mail or interoffice mail.
- Maintains Failure to Appear (FTA) records; issues the FTA, adjudicates and purges when necessary.
- Maintains No Contact Order (NCO) records; issues the NCO, recalls and processes expired NCOs.

- Processes all paperwork received from judge, prosecutor, defense counsel, police department, corrections facility, treatment agencies and the public. Takes action using the appropriate court procedures and jurisdictional time lines. Makes all accurate and appropriate docket entries.
- Processes correspondence from defendants which requires identifying the issue, researching the request, referring to the judge, responding to defendant and making all appropriate docket entries.
- Tracks custody of prisoners awaiting hearings, maintains and tracks jail commitments and releases. Processes all in-custody letters and PCN orders.
- Processes all appeals.
- Processes all paperwork for Bankruptcy Court.
- Tracks mitigation/contested/deferrals/ declarations processed by mail; reviews compliance and noncompliance, sends notices and prepares mitigation/contested by mail calendar.
- Receives daily deposits from other City departments and prepares the daily deposits for pick-up.
- Process monthly reports that help maintain court efficiencies
- Coordinates in-custody transports from other jurisdictions to the Court, i.e. RJC and King County Jail.
- Processes all Normandy Park cases.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Court clerks rotate desks annually to maintain cross training for all desks
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of court rules, policies, procedures, and regulations.
- Ability to work in a high-volume court.
- Ability to adjust and maintain working knowledge of changing technology, policies and procedures.
- Ability to maintain cooperative and effective working relationships with co-workers and other agency staff and professionals.
- Ability to coordinate varied demands and cope with stress and disturbing situations.
- Ability to read, comprehend, speak and write English.
- Ability to organize, prioritize and coordinate multiple tasks to ensure efficient work flow.
- Ability to interact with public in a positive tactful manner in stressful, emotionally-charged situations.
- Ability to maintain confidentiality.
- Ability to accurately maintain files and dockets.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge and understanding of traffic and criminal law and procedures.
- Ability to work as a team player with a strong work ethic.

Education and Experience Requirements

- High school diploma or GED.
- A minimum of two years of clerical office experience or equivalent.
- Court-related clerical experience preferred.
- Knowledge of Word, Excel, and JIS computer system preferred.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2017.